

7. RESPONSE ITEMS

This part of the RFP is structured as follows. Where applicable, each main point will be comprised of the following components:

Summary:

This is a summary of program policies or a general description of the expectations. Program policies provide more detailed information about requirements. See the Procurement Library for copies of program policies. These summary items and program policies are also contract terms and conditions.

Response Items:

This section lists all information to which the proposer agency must respond. The information is required to assess the quality of the proposer agency's services. **Where applicable, the proposer agency must clearly differentiate the proposer agency's past and current experience from the proposer agency's plans for the future.**

7.1 Program Identification/Organization

Summary:

The Department is seeking to contract with agencies with sufficient professional and technical experience and resources to successfully administer W-2 and related programs.

With the exception of government agencies and tribal governing bodies, proposers selected to be a W-2 agency must be duly incorporated and registered under Wisconsin Statutes. If a prospective proposer which is not a government agency or tribal governing body is not incorporated at the time his/her proposal is submitted, the proposer must become incorporated and registered under Wisconsin Statutes within sixty (60) calendar days of Notice of Intent to Award the Contract(s) notification that it has been selected for a contract under this RFP.

7.1.1 Proposer Agency Identification Form

Response Item:

Complete the Agency Identification Form, Attachment A to the Response Items.

7.1.2 Proposer Agency References Form

Response Item:

Include a list of five organizations for references including employers. Complete the Proposer Agency References Form, Attachment B to the Response Items and include points of contact (name, address, e-mail, FAX, and telephone number), which can be used as references for work performed related to the services required under this RFP.

7.1.3 Executive Summary

Response Items:

Provide an executive summary of the proposal. The executive summary of the proposal must be written in a concise and crisp manner and must be no more than ten (10) single-spaced pages. Include the following in your response:

A brief description of your agency and what makes it especially suited to administering the Wisconsin Works (W-2) program;

- a) A summary of the scope of the program, service area, and budget, and a brief summary of what your program will do at the local level, the program mission, your agency's vision for the program, and features that make the program unique and why;
- b) A brief description of your agency's expected outcomes for the program and performance measures your agency will use to gauge program success, beyond State requirements;
- c) A summary of the financial strength and stability of your agency;
- d) Your agency's philosophy in implementing innovations in employment and training programs or welfare demonstrations which reflect a "work first" approach;

- e) Your agency's perspective on what defines customer satisfaction, how your agency will achieve and measure customer satisfaction for participants in W-2 and related programs, including, but not limited to programs that operate in conjunction with many partners, and how your agency will provide information to the Department at least every six (6) months on the results of measuring customer satisfaction;
- f) The customer satisfaction survey issued by the Department will be used by W-2 agencies to measure customer satisfaction, and the W-2 agencies will submit the results of the survey to the Department's Contract Manager within sixty (60) days after each six (6) months period during the Contract. The W-2 agency may supplement the customer satisfaction survey issued by the Department with additional items for local use; and
- g) The statement on potential claims or liabilities required by RFP section 6.35.1.

7.1.4 Organizational Structure

Response Item:

Provide an organizational chart including any proposed (or actual when known) subcontractor(s).

7.1.5 Subcontracts

Summary:

The W-2 agency may subcontract for some or all of the services covered in the RFP. (See section 6.13 in Contract Terms.)

Response Items:

Describe your agency's plan for subcontracts. Include the following in your response:

- a) A list of the following information for each proposed subcontractor(s) (if applicable):
 - Subcontractor name and address;
 - Contact person and phone number;
 - Service(s) to be contracted for and amount of the subcontract (if known);
 - Indicate if the subcontractor is a faith-based organization and/or a Minority Business Enterprise; and
- b) If some or all of the functions are subcontracted, the process the W-2 agency will use to select subcontractors.

7.1.6 Job Service

Summary:

Notwithstanding the Employment section of this RFP (section 6.52), proposer agencies are encouraged to continue, maintain and/or consider Job Service, Division of Workforce Solutions as a viable subcontractor for services under this RFP.

Response Item:

Describe the subcontracts planned with Job Service (DWS), what services will be contracted for, and the amount (if known) of the planned subcontract.

7.1.7 Financial Management

Summary:

The W-2 agency is required to comply with all federal and state financial rules and regulations to assure that state and federal funds are used appropriately and effectively to provide services to eligible persons as required by the W-2 Contract. The W-2 agency is required to provide effective financial management that includes establishing and implementing appropriate checks and balances within the organization to prevent misuse of the state and federal funds as a result of errors, bad judgment and fraud.

Response Items:

Describe your agency's financial management system. Include the following in your response:

- a) A description of all agency and contracted positions responsible for approval of financial transactions and their scope of authority;
- b) How agency staff are trained on allowable cost policies, including how to determine that a cost is appropriate within the W-2 Contract;
- c) Your agency's requirements for documentation of expenses, their purpose and allowability that demonstrate that expenses charged to the W-2 Contract are reasonable and necessary, appropriately allocated, and meet all other federal and state requirements;
- d) The oversight process your agency uses to assure that financial requirements are met; and
- e) Your agency's procurement requirements as they relate to the provision of services under the W-2 Contract, in particular how your agency assures open and competitive procurement; and
- f) Provide one (1) set of audit reports from the last two (2) years, including management letters, and the current operating budget to provide a picture of your agency's financial and business status. If any audit has not been performed, provide a financial statement(s) or a balance sheet(s) and other information that documents the financial status of your agency. Send only one (1) set of materials, i.e., do not include these materials in each set of the proposal.

7.1.8 Insurance**Summary:**

In addition to the Insurance Responsibility section of the Contract Terms (section 6.37), the W-2 agency will be responsible for ensuring the following:

- a) Participants in Trial Jobs, CSJs and W-2 T positions are covered by worker's compensation insurance and other insurance deemed necessary by the W-2 agency (Worker's compensation insurance for Trial Jobs is the responsibility of the employer.);
- b) Participants in FSET positions are covered by workers' compensation insurance and other insurance deemed necessary by the W-2 agency;
- c) Those repaying job access loans through volunteer work or gaining work experience through volunteer work (for example, non-custodial parents participating in unpaid job placements) are covered by whatever type of insurance is deemed necessary by the W-2 agency; and
- d) Its subcontractors, if any, carry necessary insurance coverages.

Response Item:

Describe your agency's plan for insurance, including how your agency will ensure your agency, employers, and any subcontractors carry sufficient and appropriate insurance. (Do not submit insurance certificates.)

7.1.9 Affidavit Form**Response Item:**

Complete the Affidavit form, Attachment C to the Response Items.

7.1.10 Designation of Confidential and Proprietary Information Form**Response Item:**

If applicable, complete the Designation of Confidential and Proprietary Information Form, Attachment D to the Response Items.

7.1.11 Certification Regarding Debarment Form**Summary:**

The Proposer agency certifies that neither the Proposer agency nor any of its principals are debarred, suspended, or proposed for debarment from federal financial assistance (e.g., General Services Administration's List of Parties Excluded from Federal Procurement and Non-Standard Programs). The Proposer agency will obtain certifications from subcontractors stating that neither

the subcontractors nor potential sub-recipients, contractors, or any of their principals are debarred, suspended or proposed for debarment.

Response Item:

Complete the Debarment Form, Attachment E to the Response Items.

7.1.12 Lobbying Forms

Summary:

The Proposer agency must in all cases sign the Certification Regarding Lobbying (Attachment F-1 to the Response Items) to certify that it has complied with federal law by not using federal funds to lobby any federal or state employee or legislator in connection with the award of the W-2 Contract.

The Proposer agency must complete the Disclosure of Lobbying Activities (Attachment F-2 to the Response Items) to disclose any funds other than federal funds that have been used for such lobbying with a contract or subcontract award. This form only needs to be completed if there is lobbying in connection with a contract or subcontract.

The Lobbying Certification section does not apply to an American Indian tribe with respect to expenditures permitted by other federal laws.

Response Item:

Complete the Lobbying form, Attachment F-1 to the Response Items, and if applicable, complete Attachment F-2 to the Response Items.

7.1.13 Confidentiality Acknowledgement Form (Optional)

At the Proposer's request the Department will provide summary information on participants if the requester includes a signed confidentiality acknowledgement form (Attachment G to the Response Items).

7.2 Program Plan

7.2.1 Agency Capabilities in Managing Programs/Providing Services

Response Items:

Describe your agency's experience and capabilities which demonstrate your agency's ability to administer W-2 and Related programs. Include the following four types of information, as appropriate for each of the following (a-g) in your response:

1. Name, location, type, and scope of the programs or services.
 2. Number of participants/customers served.
 3. Length of time your agency has been involved in the programs or services.
 4. Results of programs or services provided, particularly in terms of participant self-sufficiency, placement rates, average wages, and job retention.
- a) Managing and providing employment and training programs;
 - b) Managing State or federal government funded programs and the experience gained in government settings;
 - c) Administering economic support programs;
 - d) Working with the following:
 - low-income individuals and participants in the W-2 and FSET target populations;
 - individuals of diverse cultures, ethnic/racial minority groups;
 - working with individuals for whom English is not the primary language; and
 - experience working with people with physical, sensory or mental health disabilities;
 - e) Experience delivering services through a Job Center, including working with employers;
 - f) Working with educational resources, employment and training providers, and appropriate human/social service agencies outside the Job Center; and

- g) Experience in identifying erroneous or fraudulent requests for services and experience in preventing or correcting such requests.

Be very specific in describing your agency's experiences and those of proposed subcontractors. Identify subcontractor experience separately from your agency's experience.

7.2.2 Staffing, Staff Qualifications and Staff Training

Summary:

The W-2 agency must employ staff in accordance with the Department's Policies and Procedures for worker to caseload ratio.

The W-2 agency must ensure all staff, including subcontracted staff, complete prescribed Departmental training.

Response Items:

Describe your agency's plan for staffing, staff qualifications and staff training. Include the following in your response:

- a) How your agency will effectively manage the workload when vacancies occur;
- b) An organizational chart detailing staff;
- c) Minimum qualifications and position descriptions for each classification of staff including persons responsible for the transferring of caseloads and those with the responsibility for installation and maintenance of IT equipment and software;
- d) If the W-2 agency's service population includes a significant number of Limited English Proficient residents, how staff and/or subcontractors will meet the language needs of these populations;
- e) Types of training your agency will provide staff, including cross training in other Job Center programs;
- f) How you will provide training to staff if the Department-prescribed training is not offered timely;
- g) How your agency will ensure a FEP will not have a caseload until the appropriate minimum training has been completed; and
- h) Your agency's plan to comply with the caseload size requirements.

7.2.3 Information System Technical Requirements

Summary:

The Proposer agency must establish the means to access and utilize W-2 related information systems. The Proposer agency's information technology (IT) infrastructure must support all W-2 requirements. W-2 IT technical specifications and requirements are detailed at <http://www.dwd.state.wi.us/w2tech/>.

Note: Technical specifications are subject to change over time. If a W-2 agency has questions about technical specifications at any time during the Contract period they must contact the Department's Contract Manager to find out where updated W-2 IT technical specifications are located. If a W-2 agency decides to make any significant changes to its IT environment during the Contract period they must contact the Department's Contract Manager to find out what procedures to follow.

Response Items:

New W-2 agencies must provide an IT plan as described below.

Current W-2 agencies who are expanding to new locations must provide an IT plan as described below for their new locations. Current W-2 agencies who have no new locations but who are planning significant changes to their IT environment must provide a summary of the planned changes. Examples of significant changes are moving a firewall or changing a gateway operating system. Current W-2 agencies that are making no significant IT changes must provide a statement saying that no significant IT changes are planned.

Additionally, a current W-2 agency must incorporate its current response or its updated response, so this item is complete without referring to another document.

IT plan

A signed data sharing agreement between the Department and the W-2 agency is required before access to the Department's automated systems will be granted. The DES Data Steward will facilitate preparation of the agreement and obtaining the necessary signatures.

Cover the following areas in your IT plan:

- a) Explain how your agency will meet all standards established by the Department for the reporting of data, activities, outcomes and other specific information in the Department's automated systems. These standards include but are not limited to the timeliness of data entry, the accuracy of data entered and time limits for specific types of data;
- b) Explain how your agency will monitor CARES and KIDS access by staff to ensure that the information is used only for W-2 program administration purposes. Explain how Security Manual policies and procedures regarding confidentiality and the use of individual logon IDs are followed; and
- c) Provide a detailed description of the computer environment that will be used to support the delivery of W-2 services. Include the following:
 - 1) A statement of the Department's connectivity model to be used;
 - 2) A network diagram showing the configuration of the workstations, servers, gateways, firewalls, connections to the State or other organizations, and any other significant network components;
 - 3) A listing of your network hardware and software. Provide product names, models/versions, and quantities;
 - 4) A listing of your desktop hardware (including printers and other peripherals) and desktop software. Provide product names, models/versions, and quantities. Indicate how many computers you currently have and how many computers you plan to acquire;
 - 5) A workplan and schedule for implementing and testing your IT infrastructure;
 - 6) A plan for providing on-site technical assistance and support for staff; and
 - 7) A description of the disaster recovery back-up plans, procedures, and systems to ensure continuance of operation.

7.2.4 Participant Flow

Response Items:

Describe your agency's plan for participant flow. Include the following in your response:

- a) A detailed diagram of the participant flow in your agency (and referrals to and from any relevant agencies). Please identify at what point in the participant flow all individuals who request assistance of your agency will be provided with the one page description of all benefits and services your agency is able to provide to the individual. All individuals requesting assistance must be provided with the one-page description of state programs documents prepared by the Department;
- b) Where applicants/participants will gain access to the major W-2 and related programs components (include satellite offices and outstationing);
- c) The roles the RSs, SSPs and FEPs will play in the delivery of services;
- d) The hours and days the W-2 agency will be open for participant services; and
- e) How the hours and days will accommodate working families who need access to services on weekday evenings and weekends, and listing of the services available on weekday evenings and weekends.

7.2.5 Participant Employment Services

Summary:

The W-2 agency must work with employers in the community, Community Steering Committee, and Job Center partners to access unsubsidized jobs and to create Trial Jobs, Community Service Jobs, and W-2 Transition opportunities.

7.2.5.1 W-2 Employment Position Development

Response Items:

Describe your agency's plan for participant employment services. Include the following in your response:

- a) How your agency will access the general market for unsubsidized jobs and maximize opportunities to move W-2 participants immediately to such opportunities;
- b) Steps your agency will take to develop each of the following:
 - Unsubsidized Jobs;
 - Trial Jobs;
 - Community Service Jobs (CSJs); and
 - W-2 Transitional (W-2 T);
- c) How your agency will provide for outreach, recruitment, and selection of public sector, private sector, profit and not-for-profit employers, or community based organizations for W-2 employment positions;
- d) How your agency will coordinate with related services and activities of other entities, such as the Job Center management team, LCPTs, community-based organizations, economic development programs, chambers of commerce and other private sector boards, councils, or advisory committees operating in the area;
- e) How your agency will structure W-2 employment position slots (For example, the creation of CSJs should be governed by two major considerations: (1) it creates something of public or private value in exchange for the CSJ benefits provided; and, (2) it treats CSJ participants like other employees, with similar responsibilities and expectations.);
- f) How your agency will collaborate with DVR and the medical community on employment position slots for persons with disabilities who may also be eligible for DVR services;
- g) Steps that your agency will take to assist a participant in Trial Job, CSJ, or W-2 T in his/her search for unsubsidized employment; and
- h) Current efforts by your agency that demonstrate your agency's capability to create an adequate number of W-2 employment positions.

7.2.5.2 W-2 Participant Placement in W-2 Positions

Summary:

The primary role of the FEP is to assess individuals and determine appropriate placement in one of the W-2 employment positions on the W-2 ladder (also called tier) (Unsubsidized Employment, Trial Job, Community Service Job and W-2 Transition). Placing applicants and participants in the most appropriate employment position requires, at a minimum, an informal assessment. An informal assessment is defined as "a process to determine the appropriate placement of a participant on the W-2 employment ladder. This determination must take into consideration recent job search efforts, work history, education, job skills and other factors that will affect employment," which may also include interests and abilities.

Response Items:

Describe in detail your agency's plan for assessing W-2 applicants and participants to ensure appropriate placement in one of the W-2 employment positions (i.e., Unsubsidized Employment, Trial Job, Community Service Job and W-2 Transition). Include the following in your response:

- a) The process your agency will take to assess W-2 applicants in order to determine appropriate W-2 placement;
- b) The process your agency will take to assess W-2 participants on an ongoing basis to ensure appropriate W-2 employment position placement;
- c) The process your agency will take to ensure assessment prior to moving a participant from one W-2 employment position to another W-2 employment position;
- d) The process your agency will take to ensure adequate assessment documentation in CARES; and
- e) Any current efforts that support your agency's success in moving low-income individuals to unsubsidized jobs and self-sufficiency. If subcontracting for this function, the steps that will be taken to include the subcontractor in the transitioning of the W-2 participants to unsubsidized employment.

7.2.5.3 Employer Services**Response Items:**

Describe your agency's plan for outreach to employers, including the specific industries or occupations that your agency will target and your agency's plan for training employers. Include the following in your response:

- a) How your agency will plan employer training programs to assist them in transitioning W-2 participants into jobs; and
- b) How your agency will plan employer training programs to assist them in developing effective management techniques to help W-2 participants retain their jobs, obtain support services, and participate in career development programs.

7.2.5.4 Financial Employment Planning and Case Management**Summary:**

The W-2 agency FEP in the context of the PFE/Job Center model must work with a participant as the primary case manager to facilitate the participant's achievement of the maximum degree of self-sufficiency through work, preferably in an unsubsidized job.

The W-2 agency will provide Case Management Follow-Through (CMF) services for a minimum of six (6) months after placement into an unsubsidized job.

Response Items:

Describe your agency's plan for employment planning and case management. Include the following in your response:

- a) The roles and responsibilities of the FEP in your W-2 program;
- b) A description of discretion and authority assigned to the FEP to offer a full range of options for participants;
- c) A description of the process your agency will use to ensure that applicants are quickly evaluated and enrolled in appropriate activities to meet their self-sufficiency and employment needs;
- d) The follow-up activities that your agency will administer to monitor W-2 participants; and
- e) The means by which your agency will ensure that eligibility is determined and benefits are issued accurately and in a timely fashion.

7.2.5.5 Serving a Population with Serious and Multiple Barriers to Employment

Summary:

In light of the success W-2 has achieved in terms of caseload decline, families who remain on the W-2 caseload for a significant amount of time are a population the majority of whom have serious and multiple barriers to employment. For these individuals, an in-depth formal assessment may need to be completed in consultation with a qualified assessing agency.

Participants who face these multiple and serious barriers are also more likely to be long term participants. Working with a population with multiple barriers to employment necessitates strong coordination and collaboration with other organizations and agencies.

Response Items:

Describe your agency's plan for serving a population with serious and multiple barriers to employment. Include the following in your response:

- a) How your agency will serve applicants or participants whose barriers require special screening and assessment, such as applicants/participants who lack basic skills in math and reading; lack a high school diploma; come from a violent family situation; have serious alcohol and other drug abuse (AODA) histories or issues; have mental, physical and other health issues; have a learning disability; face family issues, such as parenting a child with special needs; and/or have limited or no English proficiency. With respect to such applicants or participants and their barriers, please specify:
 - 1) Screening tools and strategies your agency will employ to identify these barriers;
 - 2) The process your agency will employ to ensure that barriers are identified (e.g. screening tools, other strategies) and participants are appropriately referred for formal assessments;
 - 3) The process your agency will take to ensure that the assessing agency is qualified and demonstrates evidence of the following, including but not limited to:
 - Persons providing assessment services demonstrate competency or successful completion of training in the appropriate field;
 - Certification by an appropriate accreditation organization, e.g. the Rehabilitation Accreditation Commission, Commission on Certification of Work Adjustment and Vocational Evaluation Specialists;
 - Persons providing assessment services demonstrate an understanding of the objectives of the assessment based on referral information, referral questions, the initial interview, and the stated purpose of the evaluation;
 - Assurance that an individualized written evaluation plan will be provided that can be used by the FEP to adapt W-2 activities to accommodate the needs of the participant; and
 - Assurance of an employment or work-related focus (or, if an employment focus is not a part of the assessing agency's services, assurance that your agency will seek further vocational assessments beyond the qualified assessing agency's services);
 - 4) The process your agency will take to ensure that the results of a formal assessment are used to determine appropriate W-2 placement, activities and necessary work-related accommodations. (A formal assessment is an assessment completed by DVR or a similar qualified assessing agency or business.);
 - 5) How your agency's case management procedures will differ for these participants to accommodate the special needs of this population which mandates a more intensive approach to case management; and
 - 6) How your agency will ensure that these participants are engaged in appropriate activities that directly address their issues and barriers and the internal guidelines you will use to monitor engagement in these activities;

- b) The process your agency will implement to ensure that SSPs and FEPs are adequately trained and otherwise equipped to effectively work with participants who have multiple and/or serious barriers to employment;
- c) Your agency's approach in working with the population facing time limits, including:
 - 1) The special strategies your agency will employ to assist participants who are nearing:
 - their twenty-four (24) month time limit on a W-2T or CSJ placement, and/or
 - their sixty (60) month time limit on TANF assistance.

(A W-2 agency awarded a contract for the 2002-2003 contract term will have caseloads comprised of a number of families that may be close to reaching their time limits for receipt of cash assistance.);
 - 2) The tools your agency will use to concentrate efforts for families who are seeking or who have been granted extensions to their twenty-four (24) or sixty (60) month time limits;
 - 3) The special actions your agency will take to ensure that participants are aware of time limits and kept informed of their time limit status (for example, special motivational sessions on time limits, training and brochures); and
 - 4) The actions your agency will take to provide service for individuals who have exhausted their time limits;
- d) The approach your agency will take toward fostering working relationships with other agencies and organizations in your region in order to serve a population facing multiple barriers to employment; and
- e) Strategies to make all language communication accessible, including use of bilingual staff, notices of language assistance, and accessible notices.

7.2.6 Food Stamp and Employment Training

Summary:

The W-2 agency must operate the Food Stamp Employment and Training (FSET) program. The W-2 agencies must provide services that will allow Able-Bodied Adults Without Dependents (ABAWD) and non-ABAWD FSET participants to meet all federal and State requirements for maintaining their eligibility for food stamps.

Response Items:

Describe your agency's plan for the FSET program. Include the following in your response:

- a) How the FSET program and the W-2 program will interface with each other;
- b) How the W-2 agency will coordinate the CARES referral and disenrollment processes with the Food Stamp agency;
- c) The process for enrolling and engaging participants in the required and appropriate FSET components/statuses, and monitoring to ensure full engagement of each participant under the Department's program policies;
- d) The process for requesting, determining and imposing FSET sanctions and ABAWD strikes, and monitoring of the process between the W-2 agency and the Food Stamp agency;
- e) The process for identifying FSET participants who do not have a high school diploma or its equivalency and engaging those individuals in the basic education components;
- f) The program services your agency plans to provide to FSET participants; and
- g) What monitoring or tracking will be done to ensure that all ABAWDs are being enrolled, served and correctly reported in CARES and CARS.

7.2.7 Job Retention and Advancement

Summary:

The W-2 agency's efforts to help participants retain and advance in employment are critical to ensuring participants achieve long term self-sufficiency and are consistent with the direction of the W-2 program. W-2 agencies must provide Case Management Follow-Through (CMF) services for a minimum of six (6) months to persons leaving employment positions for unsubsidized employment.

Response Items:

Describe your agency's plan for job retention and advancement. Include the following in your response:

- a) Your agency's plan to provide CMF services to recent W-2 "graduates" for the minimally required six (6) month period (or if longer, for how long) and to follow-up on participants leaving FSET for unsubsidized employment;
- b) A description of the services your agency will provide to participants in the CMF category, such as education, training, and support services, and how frequently they will be provided; and
- c) How your agency will coordinate job retention and advancement services provided out of the base W-2 contract with other available programs, such as Welfare-to-Work (WtW), Workforce Attachment and Advancement (WAA), Children First, and Community Reinvestment.
Describe how your agency will assist CMF participants in transitioning to these programs.

7.2.8 Education and Training Services

Summary:

All W-2 employment position participants may take part in education and training activities, and education and training are key components of the CSJ and W-2 Transition positions. The W-2 agency shall emphasize the importance of education and training as an ongoing part of joining and advancing in the workforce.

Response Items:

Describe your agency's plan for education and training services (making education and training opportunities available to eligible W-2 participants). Include the following in your response:

- a) How your agency has identified and will identify a participant's education and training needs, including informal and formal assessment for barriers such as: learning disabilities, cognitive disabilities, mental and other health issues, alcohol and drug abuse, and how your agency will meet those needs, including how you will identify the education needs of individuals placed in unsubsidized employment or a trial job, and once identified, how you will meet those needs;
- b) How your agency will emphasize appropriate education and training activities for participants, focusing on basic education and soft skills training and introducing strategies to promote continuing education and training;
- c) How your agency will foster effective partnerships with the technical colleges, UW-Extension, volunteer literacy providers and other training providers who deliver adult basic education, literacy and English-as-a-Second Language tutoring, post-employment skills training, and continuing education opportunities;
- d) How your agency will measure its success with respect to meeting participants' education and training needs;
- e) How your agency will provide for your participants' educational needs should educational providers not be readily available in your area; and
- f) Describe how your agency will:
 - Work with the CSC and technical college board to identify technical college education programs that are likely to lead to employment;
 - Monitor attendance and grade point average of participants; and
 - Ensure appropriate employment or work activities.

7.2.9 Support and Other Services

7.2.9.1 Food Stamps and Medicaid

Summary:

W-2 agencies are responsible for collaborating with Income Maintenance (IM) agencies to ensure program access and timely delivery of services to Food Stamp and Medicaid applicants and customers.

Response Items:

Describe your agency's plan for coordination and collaboration with the IM agency and how your agency will provide information about Food Stamps and Medicaid to applicants and customers. Include the following in your response:

- 1) How will the W-2 agency facilitate physical access for applicants and customers to staff from the IM agency for the purpose of Food Stamp and Medicaid eligibility determination (e.g., co-location);
- 2) How will the W-2 agency assure provision of information/applications for Food Stamps and Medicaid to applicants and customers in need of food and/or health care assistance; and
- 3) How will the W-2 agency and the IM agency provide services, including scheduling of appointments recognizing that some applicants and customers will need services from both agencies.

7.2.9.2 Child Care

Summary:

The W-2 agency must determine eligibility for child care within the performance requirements developed by the Department and cooperate with the county or tribal child care administering agency to assist child care applicants and eligible families in finding appropriate child care.

Current State law requires W-2 agencies to determine eligibility for child care subsidies and to refer eligible individuals to local child administrative agencies (county departments of social or human services or tribal governing agencies with contracts to administer child care subsidies) for child care assistance.

A statewide automated system (CARES) uses data entered to establish eligibility, generate authorizations, make payments to providers, recover overpayments, and send notices to parents and child care providers.

Response Items:

Describe your agency's plan for Child Care services. Include the following in your response:

- a) How your agency will inform child care applicants and eligible families about child care subsidies and your agency's process to determine their needs for child care;
- b) How your agency will determine eligibility for child care applicants within the performance requirements established by the Department, including how your agency will assure a timely referral to the local child care administering agency and a timely response to child care applicants and participants, and including a flow chart of this process; and
- c) How your agency and the Community Steering Committee will work to ensure an adequate and timely supply of child care, including infant child care, sick child care, second and third shift child care, weekend child care, culturally appropriate care for children with limited English, and child care accessible for children with disabilities, for W-2 participants in subsidized and unsubsidized employment, W-2 applicants during job search and orientation activities, and other families eligible for child care.

7.2.9.3 Transportation**Summary:**

Agencies must facilitate the transportation options necessary for participants to get to and from assigned work activities, education and training assignments and child care.

Response Items:

Describe your agency's plan for transportation services. Include the following in your response:

- a) Your agency's expectations of the Community Steering Committee (CSC) and Children's Services Network (CSN) for transportation services. (Agencies are required to work with the CSC and CSN to ensure that transportation options are available for people participating in W-2.);
- b) How your agency will ensure that transportation information is relayed to participants in an accurate and timely fashion;
- c) The resources in terms of staff hours or funding that your agency will dedicate to facilitating transportation options for W-2 participants (for example, if your agency will have a transportation coordinator), including the percentage of your allocation your agency will target to meeting participant's transportation needs;
- d) How your agency will address excessive travel, including any innovative solutions or ideas your agency would implement to lessen commute times for participants. (One of the most difficult challenges W-2 participants face to participation is excessive "multiple trip" commute times to and from child care and work and training activities.);
- e) Any proposals or ideas your agency has for partnering with other providers of employment and training services to facilitate group transportation solutions such as van and car pools, including information about if these proposals/ideas are regional in nature (i.e., more than one W-2 geographic area);
- f) Proposals or initiatives your agency has specifically to address:
 - 1) Where relevant to your service area, the mismatch between the location of many low-income populations in urban and rural areas and the location of many job opportunities in suburban areas; and
 - 2) The mismatch between hours of public transit operation and the hours or shifts during which many job opportunities occur;
- g) The coordination strategies your agency will employ with entities such as Metropolitan Planning Organizations, employer's child care transportation providers, Private Industry Councils, Transit Operators and others to ensure easy access to appropriate transportation; and
- h) The process your agency will use to accomplish timely and accurate reimbursement for transportation costs for both transportation providing agencies and participants.

7.2.9.4 Workforce Attachment and Advancement**Summary:**

Implementation of the Workforce Attachment and Advancement program is a joint W-2 agency and Workforce Development Board responsibility. A joint planning process, separate from this process, will be conducted prior to January 1, 2002.

Response Items:

Describe your agency's plan for implementation of WAA. Include the following in your response:

- a) How your agency will coordinate with the Workforce Development Board on the joint planning process;
- b) Regardless of whether the W-2 agency or the WDB manages the WAA activities in your geographic area, how your agency will assure seamless and coordinated services to W-2 participants as they increase earnings; and
- c) How your agency will consult with local partners, such as child support agencies and Division of Vocational Rehabilitation (DVR) agencies, during program planning and implementation.

7.2.9.5 Employment Skills Advancement Program**Summary:**

The Employment Skills Advancement Program (ESAP) is one source of financial aid designed to assist eligible low-income workers who have shown an attachment to the workforce, and who want to pursue education and training opportunities while working. The W-2 agency must provide ESAP grants to individuals who meet eligibility criteria.

Response Items:

Describe your agency's plan for the Employment Skills Advancement Program (ESAP). Include the following in your response:

- a) How your agency will ensure that eligibility determinations are processed for participants who request an ESAP grant;
- b) How your agency will track and report ESAP grant data;
- c) How your agency will provide appropriate outreach to encourage eligible individuals to take advantage of this program; and
- d) Your agency's plan, if any, for ESAP services to be provided by a subcontractor, and how your agency will monitor the subcontractor's delivery of ESAP.

7.2.9.6 Job Access Loans**Summary:**

Job Access Loans (JALs) are designed to meet basic expenses of participants related to obtaining or maintaining employment and must be repaid either in cash or through a combination of cash and in-kind activities. The W-2 agency must keep CARS and CARES current in the same expense period as the loan is issued or repayment is collected.

Response Items:

Describe your agency's plan for Job Access Loans (JALs). Include the following in your response:

- a) How your agency will determine eligibility and need for JALs, including issuance of emergency loans within twenty-four (24) to ninety-six (96) hours of loan approval;
- b) Procedures your agency will use to pursue the repayment in full within the repayment period, including the method for monitoring volunteer service hours which may be used as a repayment method;
- c) How your agency will monitor its JAL collection rate (amount collected as compared to amount loaned), for individual loans and total JAL amounts;
- d) How your agency's use of JALs will help people obtain/maintain employment; and
- e) If your are a currently contracted W-2 agency that has not issued JAL loans, what barriers prevent you from doing so.

7.2.9.7 Learnfare**Summary:**

The primary goal of Learnfare is to provide services for children to enhance regular school attendance that will allow successful completion of school. The W-2 agency shall be responsible for ensuring compliance with all aspects of Learnfare requirements for families under the W-2 program, including development of Learnfare Case Management Plans in cooperation with children, parents, teachers, and other professionals.

Response Items:

Describe your agency's plan to meet the Learnfare requirements. Include the following in your response:

- a) How your agency will enforce the Learnfare program requirements for all school aged children living with a parent who is in a W-2 employment position, including the provision of case management services to target groups, determination of good cause, and the imposition of sanctions/fines for non-compliance;
- b) How your agency will provide a comprehensive overview of Learnfare requirements to all W-2 participants, verify the current enrollment of all school aged children, and determine whether or not a child is targeted for mandatory case management participation;
- c) How your agency will assure that Learnfare Case Management Plans for targeted youth are developed, implemented, monitored, and, in a timely manner, reassessed at a minimum of every six (6) months; and
- d) How your agency will ensure that all Learnfare procedures are followed prior to the imposition of any Learnfare penalty.

7.2.9.8 Refugee Cash Assistance and Refugee Medicaid**Summary:**

The W-2 agency will be responsible for administering Refugee Cash Assistance and Refugee Medicaid.

The W-2 agency will administer Refugee Cash Assistance and determine eligibility for Refugee Medicaid in accordance with federal rules and regulations.

Response Item:

Describe your agency's plan for Refugee Cash Assistance and Refugee Medicaid. Include the following in your response:

Your agency's plans to administer the Refugee Cash Assistance and the Refugee Medicaid determinations, including who will determine eligibility, how the language needs of arriving refugees will be met, how services will be coordinated with voluntary resettlement agencies, and how applicants will be referred to refugee employment and training services.

7.2.9.9 Emergency Payments**Summary:**

This is a program that a W-2 agency must establish to assist a participant in a W-2 T, CSJ, Trial Job, or Custodial Parent of an Infant placement who is experiencing extreme hardship while awaiting a first payment.

Response Items:

Describe your agency's plan for Emergency Payments. Include the following in your response:

Your agency's plan to implement a program for newly placed participants who are experiencing an extreme financial hardship.

7.2.9.10 Earned Income Credit**Summary:**

The W-2 agency will be responsible for training participants and informing employers on the advantages and availability of the Earned Income Credit.

Response Item:

Describe your agency's plan for Earned Income Credit, including how your agency will educate and inform employers and participants about Earned Income Credit and encourage and assist W-2 participants to apply for the Earned Income Credit.

7.2.9.11 Minor Parents Services**Summary:**

The W-2 agency shall provide services that will support the minor parent's completion of high school and career development; encourage the use of family planning services; and improve parenting and life skills in order to strengthen the individual's ability to become an employed, self-sufficient adult.

Response Items:

Describe your agency's plan for services for minor parents. Include the following in your response:

- a) A list and brief description of the types of services that will be offered to minor parents by your agency and the methods for providing those services;
- b) How your agency will ensure the minor parent is informed of the broad range of community and government services available to assist minor parents;
- c) A list of the social service agencies that will be your agency's first points of referral when a minor parent is determined not to be living in an appropriate adult supervised living arrangement; and
- d) How your agency will work with schools and other community agencies to ensure that this population is aware of the services you provide.

7.2.9.12 Non-custodial Parent Services**Summary:**

Non-custodial parents (NCPs) may be eligible to receive services through the following programs: W-2 NCP case management, Welfare-to-Work, Workforce Attachment and Advancement, and Children First. The W-2 agency shall provide outreach and assistance in obtaining these services to support NCPs in becoming financially able to pay child support.

Response Item:

Describe your agency's plan for outreach to provide NCPs with information about the available W-2 services and other programs that serve NCPs (such as Welfare to Work and Workforce Attachment and Advancement).

7.2.9.13 Child Support**Summary:**

Child support payments are critical to the financial independence of single-parent families. Thus the W-2 agency is an important link between the W-2 applicant and the child support agency (CSA).

Response Items:

Describe your agency's plan for Child Support. Include the following in your response:

- a) How your agency will give workers access to necessary child support information in KIDS to ensure that workers can process applications accurately;
- b) How your agency will process referrals for non-cooperation with child support participation requirements and determine good cause for failure to cooperate,

including (i) who will be responsible for handling non-cooperation, (ii) the timeframe in which good cause decisions will be rendered and (iii) the process used to determine if good cause for non-cooperation exists; and

- d) How your agency will ensure that W-2 staff complete the appropriate CARES screens in order to provide the CSA with all necessary information.

7.2.9.14 Emergency Assistance

Summary:

The W-2 agency will be responsible for administering the Emergency Assistance program to eligible needy families.

Response Item:

Describe your agency's plan for Emergency Assistance. Include the following in your response:

Your agency's plan to administer the Emergency Assistance services to eligible needy families according to the Department's Policies and Procedures, including who will determine eligibility and how assistance will be provided in a timely manner.

7.2.9.15 Supportive Service Plan

Summary:

W-2 agencies must ensure that participants who are leaving a W-2 payment placement, in a case management placement or are diverted from W-2 participation are offered assistance in developing a supportive service plan. The goal of a supportive service plan is to proactively help individuals address family and work-related needs. The supportive service plan must include information and assistance in connecting with supportive services available within the agency as well as other resources that are a part of the agency's Children's Services Network. The plan also must include strategies for addressing family and work emergencies before these situations result in family crisis and loss of employment.

Response Items:

Describe your agency's plan to develop supportive service plans with participants who are leaving a W-2 payment placement, in a case management placement, or are diverted from W-2 participation.

7.2.10 Administrative Functions

7.2.10.1 Quality Assurance/Improvement

Summary:

The W-2 agency shall operate an internal quality assurance system designed to prevent, detect and correct errors related to eligibility determination, to regularly assess the quality of services provided, and to systematically identify and implement improvements.

W-2 agencies must periodically obtain feedback from applicants and participants about their level of satisfaction with services of the W-2 agency, to identify barriers to provision of quality services, and to improve service delivery. Agencies may use a variety of tools to assess their customer service delivery system. Results must be shared with the Department.

In addition, the State will survey applicants and participants periodically. The completed surveys will be distributed, collected and analyzed by the state or a contracted vendor.

Response Items:

Describe your agency's plan for Quality Assurance/Improvement. Include the following in your response:

- a) A description of the internal process your agency will use to track agency performance in the timeliness of data entry and the accuracy of data entered in CARES;
- b) How your agency will periodically assess if workers are taking appropriate actions in the management of their cases, including but not limited to, whether applicants and prospective applicants are being offered the full range of services available to meet their needs;
- c) How your agency will obtain feedback from applicants and participants, including but not limited to, timeliness in returning phone calls and responding to requests for appointments, overall courtesy displayed by workers toward participants;
- d) A description of the process your agency will follow in the event that the internal quality assurance system shows that improvement is needed in certain areas, or the need for corrective action is identified by the Department; and
- e) How your agency will use information from consumer feedback, Department monitoring, complaints, Fact Finding process, audits and other sources to assess agency performance and make improvements.

7.2.10.2 Corrective Action Plan Implementation**Summary:**

Any W-2 agency that is or has been under a Corrective Action Plan at any time between January 1, 2000 and August 13, 2001 (due date for RFP W-2 Proposals), will have the corrective actions required of the agency reviewed as part of the RFP process (see section 5.1).

7.2.10.3 Dispute Resolution and Fact Finding**Summary:**

The agency shall establish the appropriate dispute resolution process for applicants or participants to request a review of the W-2 agency's actions, either Fact Finding or Fair Hearing, as prescribed by the administrative rules. Notice of Appeal rights will be discussed with applicants and participants at the time of application. For every negative action, denial, or sanction, a notice is automatically generated by the CARES system, again explaining the applicant's and participant's right to appeal.

Individuals who believe that an agency decision regarding any component of W-2 (e.g., employment positions, Job Access Loans, Child Care, Learnfare, Emergency Assistance) is incorrect, may request a Fact Finding Review by the W-2 agency within forty-five (45) calendar days of the agency's decision. W-2 payments shall not be continued pending the Fact Finding Decision, with the exception of requests for a Fact Finding Review within ten (10) calendar days of the notice due to a Learnfare penalty.

Response Items:

Describe your agency's plan for dispute resolutions and Fact Finding. Include the following in your response:

- a) Your dispute resolution and Fact Finding processes, including but not limited to your internal procedures for accepting a fact finding request so that it ensures:
 - 1) an easy, workable method of request for applicants and participants; and
 - 2) that applicants and participants understand the deadline for submitting fact finding requests.
- b) How your agency will advise W-2 participants of their right to appeal denial or termination decisions; and
- c) The Fact Finder's independence and knowledge of their programs.

7.2.10.4 Benefit Overpayment Recovery

Summary:

Claims shall be established on CARES, regardless of error type, within thirty (30) calendar days of discovery. W-2 agencies are responsible for the establishment of W-2 related overpayments and their recovery, which includes W-2, Job Access Loans, and child care overpayments.

In addition, the W-2 agencies shall establish procedures for recovering of overpayment claims and accounting for collections as required by the Department's Policies and Procedures established in accordance with sections 49.195(3) and 49.161 of the Wisconsin Statutes.

Response Item:

Describe your agency's plan for recovering benefit overpayments recovery, including how your agency will determine overpayments, recovering overpayments and establishing claims for reimbursement.

7.2.10.5 Public Assistance Fraud

Summary:

Fraud Prevention and Detection. The W-2 agency shall assure the integrity of all services and benefits provided to participants under the W-2 program through a program of fraud prevention, detection and referral. The initial fraud prevention and detection approach is front-end verification (FEV) which is applied to verification and referrals for all services and benefits that provide value to participants. Fraud prevention activities are required for those activities which provide services or benefits and which meet the established error-prone profile, as described in the Department's Income Maintenance Manual. The agency determining the eligibility is the agency responsible for the prevention and detection activities, regardless of which agency issues the benefit. Additional information sources used shall include, but not be limited to, automated cross matches generated by the Department.

Fraud Investigations. The W-2 agency shall make a referral to the state designated investigative service provider, as described in the Department's Policies and Procedures, to perform investigations of allegations of overpayment and potential fraudulent activity in the W-2 program, by both participants and service providers. An Intentional Program Violation (IPV), a.k.a. fraud, is defined as a situation when anyone who, with knowledge and purpose, (a) made false statements, (b) suppressed facts, (c) misrepresented circumstances, (d) or failed to report a change in circumstances, in order to obtain or maintain eligibility for any W-2 services, including child care. Procedures set by the Department shall assure that the W-2 agency will cooperate with the prosecution of fraud cases relating to income maintenance/public assistance programs specified in s. 49.197(3) Wisconsin Statutes. The W-2 agency shall cooperate with Department requests for information in connection with Department fraud inquiries in accordance with section 49.143(2)(f) and section 49.143(5) of the Wisconsin Statutes.

Impose Penalties for IPV Determinations. The W-2 agency is responsible for the complete and accurate reporting of the fraud referral and investigation in CARES, specified by Department policies and procedures in accordance with Wisconsin Statutes and federal regulations. W-2 agencies have the option of establishing local agreements to delegate these activities if appropriate.

Response Items:

Describe your agency's plan for fraud prevention and detection, fraud investigations and imposing penalties for IPV. Include the following in your response:

- a) How your agency has and will refer potential fraud for investigation to the State's contracted agency for fraud investigations;
- b) Your agency's plan for fraud prevention activities;
- c) Your agency's plan for accurate reporting of fraud referrals and investigations; and
- d) Your agency's error-prone profile.

7.2.11 Transition Responsibilities of a New W-2 Agency

Summary:

For the purpose of this section an agency is considered to be a new W-2 agency if the agency is not the current W-2 agency for the geographic area. New W-2 agencies awarded a contract may be able to access funds to begin transition activities as soon as the contract to provide W-2 and related programs is signed. Terms and conditions for funds will be handled on an agency by agency basis.

A new agency's transition activities will overlap with the existing W-2 agency's contract to provide W-2 and related program services. New and existing agencies are expected and required to work cooperatively. Further information on the responsibilities of the existing W-2 agency with respect to data clean-up, case manager transitions, and like issues will be issued at a later date through the DWS Administrator's Memo Series. The funding amount available to the new W-2 agency, if any, will be issued at a later date.

If a new agency does not have adequate time for transition before January 1, 2002, the Department strongly encourages the new agency to subcontract with an existing W-2 agency to continue to provide some or all services until the new agency has completed the transition. All transition activities must be complete by March 31, 2002.

New W-2 agencies are encouraged to seek technical assistance and guidance during the transition period from the Department's Contract Managers.

New W-2 agencies are required to prepare a transition plan and timeline and submit it to the Department's Contract Manager within thirty (30) calendar days of the Department's Notice of Intent to Award the Contract(s).

The Transition Plan and Timeline must include the following elements:

- Maximum use of available resources from the previous W-2 agency for that geographic area, including if applicable, real estate, buildings, IT systems, equipment, etc. (The Proposer agency must communicate with the Department [Jude Morse, see contact information on the cover page] in advance of submitting a proposal to identify available resources.);
- Agency site acquisition(s);
- Recruiting/Hiring staff;
- Applicant and participant notifications of agency transition;
- Obtaining state policy materials for all staff;
- Extensive new worker training, including Policy and CARES;
- Installation of data line(s) to State's data center and connection to the DWD wide area network via one of the standard DWD connectivity models;
- Acquisition/installation of servers, workstations, printers, and other office equipment;
- Obtaining CARES access, Internet access, printing and individual worker access to CARES;
- Transfer of previous sub-contract service providers and the acquisition of new sub-contract service providers, as appropriate;
- Transition of cases to new agency staff;
- Designating a Security Officer;
- Designating a Functional Agency Security Liaison (FASL);

Describe your agency's plan for transition as a new W-2 agency (if applicable). Include the following in your response:

- a) A detailed and specific plan to describe how your agency will work with the existing W-2 agency to facilitate a smooth transition for participants, (The plan must include your information technology transition plans);
- b) Any experience your agency has in agency or service transitions of this nature, including your response to difficult situations encountered, and how they were resolved; and

- c) A detailed timeline with the above elements laid out over the transition period. (The transition timeline must include at least the above elements, although not necessarily in the order listed. Agencies are encouraged to add additional information or describe other steps in the transition as appropriate.); and
- d) A transition budget.

7.3 Coordination and Collaboration

7.3.1 General Coordination and Collaboration

Summary:

The W-2 agency must establish and maintain effective relationships with community service providers and other partners in a way that avoids duplication of services. Unless a W-2 agency presents the Department with a compelling justification for doing otherwise, the W-2 agency must integrate W-2 services into the Job Center system and collocate W-2 services and staff either at the Job Center site or at a combination of Job Center and Affiliated Service sites.

Response Items:

Describe your agency's plan for coordination and collaboration. Include the following in your response:

- a) Your agency's approach to establishing and maintaining effective working relationships with all partners and providers in your community;
- b) Your agency's working relationship with Child Protective Services;
- c) If your agency is not the agency performing Child Care Administrative task include how your agency will coordinate with that government entity to facilitate child care authorizations;
- d) How coordination agreements and their performance will be monitored and periodically evaluated by your agency;
- e) The efforts your agency will take in orienting partners and providers as to the services your agency will provide and the general nature of the W-2 program, including the role the Community Steering Committee will take in this process;
- f) Any past experiences your agency has encountered where coordination was difficult and what steps you took to overcome these situations;
- g) The strategies your agency will employ to coordinate services relating to programs such as Community Reinvestment, Welfare-to-Work, Workforce Attachment and Advancement, Children First, the TANF Employment Transportation Grant, and other service programs that may be under the purview of non-W-2 agencies (Coordination with other agencies and partners also lends itself to coordinating W-2 services with services other agencies may be providing to the participant.);
- h) The procedures your agency will use to coordinate the delivery of services to individuals who receive services from more than one program and how program participant information will be exchanged with the other partner agencies serving these individuals;
- i) How your agency will deliver W-2 and related programs through the Job Center service delivery system. If your agency will not deliver W-2 and the related programs in a Job Center facility, explain why;
- j) Your agency's current and proposed coordination efforts and relationship with the Job Center and other partner agencies. Indicate whether your agency has an agreement with other partner agencies on how services will be provided through the Job Center. Include how your agency will participate in Job Center staff teams in areas such as employer relations, management of the Job Center, and on the Workforce Development Board. Include how your agency will provide access to a copy of the W-2 Plan for the Workforce Development Board and others interested in the W-2 Plan;
- k) A description of the model of Job Center operation that will be used at the time of contract implementation and planned changes over the duration of the Contract; and

- l) The methodology your agency will employ to ensure a smooth transition for participants who are transferring to your agency from another W-2 agency, including how CARES will be used in this process.

7.3.2 Community Steering Committee

Summary:

The W-2 agency must ensure that a Community Steering Committee (CSC) is established and/or maintained in each geographic area served within sixty (60) calendar days of the effective date of the contract. The CSC must be chaired by a member representing local business interests, and membership should reflect the diversity of the persons to be served.

Response Items:

Describe your agency's plan for a Community Steering Committee (CSC). Include the following in your response:

- a) A plan and task schedule for establishing and/or maintaining a CSC within sixty (60) calendar days of the effective date of the contract;
- b) How the CSC will be coordinated with the membership and functions of existing councils and boards (for example, WDB, Literacy Council, LCPT, Technical College Board);
- c) How often the CSC in your geographic area will meet;
- d) An overview of the CSC membership, including an organizational chart, with subcommittees, and a description their charge(s) and accomplishments (if past tense), and including:
 - i) How your agency will recruit and/or maintain a member of the business community to chair the CSC in coordination with the County Chief Executive Officer/Tribal Chair;
 - ii) How your agency will maintain general member participation; and
 - iii) What methods your agency will use to recruit and train other CSC members;
- e) The strategies your agency will employ in involving the CSC to create or enhance resources available in the community to address special issues faced by the W-2 agency and the local population;
- f) How CSC members will contribute to job leads, OJT opportunities, entrepreneurial activities, or mentorship programs; and
- g) The process the CSC will employ to receive input from community providers who are not CSC members (for example, representatives from area housing authorities, AODA treatment providers, transportation officials, and domestic abuse advocates).

7.3.3 Children's Services Network

Summary:

The W-2 agency must develop a Children's Services Network (CSN) that links children and families with community services and assists families in developing support networks. The CSN must provide information regarding charitable food and clothing centers; subsidized and low-income housing; transportation subsidies; special services for children and adults with disabilities; State Supplemental Food Program for Women, Infants and Children (WIC); financial literacy resources; domestic abuse and sexual assault victim services; financial counseling; emergency/homeless shelters; child care programs; workplace protections; child welfare services; public health and other health services; and Head Start.

Response Items:

Describe your agency's plan for a Children's Services Network (CSN). Include the following in your response:

- a) A plan which includes the roles and responsibilities of the CSN;
- b) How the CSN will collaborate with the Community Steering Committee, Child Welfare system, existing networking groups, and community organizations;
- c) How individuals will be referred and access information/services; and
- d) How the CSN will be maintained as a current functional tool for your agency's staff.

7.4 Cost Proposal

Summary:

7.4.1 Contract Pricing and Payment - General Provisions

Contract funding caps are established for each geographic area based on caseload information and available funding.

The contracts with W-2 agencies will be reimbursement-based up to the fixed price of the funding cap described above or the proposed cost by the selected proposer, whichever is less.

As a part of the contract funding caps, adjustments were made for small geographic areas for cases with difficulty factors (e.g. lack of high school diploma or the presence of an adult or child with a disability in the case) and for agencies in Milwaukee County. Appendix B to the RFP describes how the caseload and other information were applied.

If, during the Contract Term, the W-2 agency believes that there have been significant changes in the statewide economy or the local economy, or in other critical cost assumptions used in the RFP, which affect the W-2 agency's ability to deliver services, the W-2 agency may present a proposed modified plan to the Department for review. The Department will respond within thirty (30) calendar days to such a proposed plan in making its decision on any adjustment to total contract amounts or responsibilities.

The contract allocation amounts will include funds for the cash payments for participants under W-2 T, CSJs and Custodial Parent of an Infant Payment even though the Department will make the payments on behalf of the W-2 agency.

7.4.2 Caseload Assumptions

The caseload used for allocations is comprised of W-2 cash recipient, W-2 case management, Food Stamp Employment and Training, Child Care and Non-Custodial Parents cases.

7.4.3 Contract Funding Caps

Appendix B to the RFP provides the Base Allocation available by geographic area for the W-2 agency.

In a geographic area open for competitive proposals (where the existing W-2 agency did not meet the Right of First Selection or did meet Right of First Selection and did not elect to operate W-2 and related programs), the proposer agency must specify its cost. The cost must not exceed the amount identified as the Base Allocation for the geographic area in Appendix B to the RFP. Cost will be a factor in the awarding of points to determine the selected W-2 agency.

Response Item:

Complete the Cost Proposal form, Attachment H to the Response Items.

ATTACHMENT A

To the 2002-2003 Response Items to Administer W-2 and Related Programs

Proposer Agency Identification Form (Required)
2002-2003 W-2 and Related Programs Contract

1	Proposer Geographic Area(s)			
2	Proposer Agency Name and Address (street address for deliveries)			
3	Federal Employer Identification Number (FEIN)			
4	Agency Type: (check all that apply) <div style="display: flex; flex-wrap: wrap;"> <div style="width: 25%;"> <input type="checkbox"/> Government <input type="checkbox"/> County <input type="checkbox"/> Tribe </div> <div style="width: 25%;"> <input type="checkbox"/> Partnership <input type="checkbox"/> General <input type="checkbox"/> Limited </div> <div style="width: 25%;"> <input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Other _____ </div> <div style="width: 25%;"> <input type="checkbox"/> For Profit <input type="checkbox"/> Non-profit Subsidiary of _____ _____ </div> </div>			
5	Agency's Fiscal Year (check one) <input type="checkbox"/> Calendar <input type="checkbox"/> Other _____ through _____			
6	Consortium (if applicable) Name(s) of members:			
	Proposer Agency Personnel	Name, Title, and Mailing Address	Phone/FAX Numbers	INTERNET e-mail address
7	Proposer agency director (Contracts and related contract documents will be sent to this person.)		Phone:	
Fax:				
8	Person responsible for program, day-to-day operations		Phone:	
Fax:				

	Proposer Agency Personnel	Name, Title, and Mailing Address	Phone/FAX Numbers	INTERNET e-mail address
9	Chief Financial Officer (or equivalent position)		Phone:	
			Fax:	
10	Person responsible for fiscal day-to-day operations (if other than the Chief Financial Officer)		Phone:	
			Fax:	
11	Person responsible for Equal Opportunity/Civil Rights Compliance for applicants and employees		Phone:	
			Fax:	
12	Person named as the Proposer Agency's Contract Manager in the W-2 Contract		Phone:	
			Fax:	

The Proposer agency must submit any revisions to the information on this form within ten (10) business days to the Department's Contract Manager.

 Signature
 Agency Director's Name or Designee
 (If designee, attach Designee Authorization)

 Date

 Name printed

ATTACHMENT B**To the 2002-2003**

_____ **Response Items**
 (insert agency name)

To Administer W-2 and Related Programs**PROPOSER AGENCY REFERENCES FORM**

[Provide address, contact person, telephone number, and appropriate information of agencies or individuals which the Department can contact for reference in regard to work performed related to services required.]

Agency/Individual _____

Contact Person _____ Title _____

Street Address _____

City _____ State _____ Zip Code _____

Telephone _____ Fax _____ E-mail _____

Work/Service Performed _____

Agency/Individual _____

Contact Person _____ Title _____

Street Address _____

City _____ State _____ Zip Code _____

Telephone _____ Fax _____ E-mail _____

Work/Service Performed _____

Agency/Individual _____

Contact Person _____ Title _____

Street Address _____

City _____ State _____ Zip Code _____

Telephone _____ Fax _____

Work/Service Performed _____

Attachment B: Proposer Agency References Form (continued)

Agency/Individual _____

Contact Person _____ Title _____

Street Address _____

City _____ State _____ Zip Code _____

Telephone _____ Fax _____ E-mail _____

Work/Service Performed _____

Agency/Individual _____

Contact Person _____ Title _____

Street Address _____

City _____ State _____ Zip Code _____

Telephone _____ Fax _____ E-mail _____

Work/Service Performed _____

 Signature
 Agency Director's Name or Designee
 (If designee, attach Designee Authorization)

 Date

 Name printed

ATTACHMENT C**To the 2002-2003****Response Items****(insert agency name)****To Administer W-2 and Related Programs****AFFIDAVIT FORM (Required)**

Indicate below if claiming a Minority Business Preference.

- ☐ Minority Business Preference (section 16.75(3m) of the Wisconsin Statutes) - Must be certified by the Wisconsin Department of Commerce. If you have questions concerning the certification process, contact the Wisconsin Department of Commerce, 8th Floor, 123 W. Washington Ave., P.O. Box 7970, Madison, Wisconsin 53707-7970, (608) 267-9550.

In signing this Form we also certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free trade; that no attempt has been made to induce any other person or firm to submit or not to submit a Proposal; that this Proposal has been independently arrived at without collusion with any other W-2 agency; that the above statement is accurate under penalty of perjury.

In signing this Form we also certify that no relationship exists between our agency and the Department that interferes with fair competition or is a conflict of interest, and no relationship exists between our agency and another person or organization that constitutes a conflict of interest with respect to a State contract.

We will comply with all terms, conditions, and response items required by the State in the RFP to Administer W-2 and Related Programs, including the Department's Policies and Procedures, and the terms of our approved Proposal.

Signature
Agency Director's Name or Designee
(If designee, attach Designee Authorization)

Date

Name printed

ATTACHMENT D**To the 2002-2003****Response Items****(insert agency name)****To Administer W-2 and Related Programs****DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION FORM
(Optional)****STATE OF WISCONSIN**

DOA-3027 N(R01/98)

The attached material submitted in response to Proposal DWD-1894-KA includes proprietary and confidential information which qualifies as a trade secret, as provided in section 19.36(5) of the Wisconsin Statutes, or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, we ask that certain pages, as indicated below, of this bid/proposal response be treated as confidential material and not be released without our written approval.

Prices always become public information when contracts are awarded, and therefore cannot be kept confidential.

Other information cannot be kept confidential unless it is a trade secret. Trade secret is defined in section 134.90(1)(c) of the Wisconsin Statutes as follows: "Trade secret" means information, including a formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

We request that the following pages not be released

Section	Page #	Topic

IN THE EVENT THE DESIGNATION OF CONFIDENTIALITY OF THIS INFORMATION IS CHALLENGED, THE UNDERSIGNED HEREBY AGREES TO PROVIDE LEGAL COUNSEL OR OTHER NECESSARY ASSISTANCE TO DEFEND THE DESIGNATION OF CONFIDENTIALITY AND AGREES TO HOLD THE STATE HARMLESS FOR ANY COSTS OR DAMAGES ARISING OUT OF THE STATE'S AGREEING TO WITHHOLD THE MATERIALS.

Failure to include this form in the bid/proposal response may mean that all information provided as part of the bid/proposal response will be open to examination and copying. The State considers other markings of confidential in the bid/proposal document to be insufficient. The undersigned agrees to hold the State harmless for any damages arising out of the release of any materials unless they are specifically identified above.

Signature
Agency Director's Name or Designee
(If designee, attach Designee Authorization)

Date

Name printed

ATTACHMENT E
To the 2002-2003
_____ W-2 Response Items
(insert agency name)
To Administer W-2 and Related Programs

CERTIFICATION REGARDING DEBARMENT FORM (Required)

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

**(Before Completing Certification, Read Attached Instructions
Which Are an Integral Part of the Certification)**

1. The prospective participant certifies, by submission of this Proposal, to the Department of Workforce Development, State of Wisconsin, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective participant is unable to certify to any of the statements in this certification, to the Department of Workforce Development, State of Wisconsin, such prospective participant shall attach an explanation to this Proposal.

Signature
Agency Director's Name or Designee
(If designee, attach Designee Authorization)

Date

Name printed

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this bid/proposal, the prospective recipient of Federal assistance funds is providing the certification as set below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this bid/proposal is submitted it at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The term "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal, bid/proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person in which this bid/proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this bid/proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this bid/proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, declared ineligible, or voluntarily excluded from participation in the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

ATTACHMENT F-1**To the 2002-2003****W-2 Response Items****(insert agency name)****To Administer W-2 and Related Programs****LOBBYING FORM (Required)**Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

 Signature
 Agency Director's Name or Designee
 (If designee, attach Designee Authorization)

 Date

 Name printed

ATTACHMENT F-2

To the 2002-2003

W-2 Response Items

(insert agency name)

To Administer W-2 and Related Programs

DISCLOSURE OF LOBBYING ACTIVITIES FORM
(Required for a W-2 agency that has lobbying activities.)

 Approved by OMB
 0348-0046

(Reproduced by DWD/DWS/BDS)

 Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
 (See reverse for public burden disclosure.)

1. Type of Federal Action: a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: a. bid/offer/application b. initial award c. post award	3. Report Type: a. initial filing b. material change For Material Change Only: Year _____ quarter _____ Date of last report _____
4. Name and Address of Reporting Entity: Prime Subawardee Tier _____, if known: Congressional District, if known:	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable:	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Entity (if individual, last name, first name, MI):	10. b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):	
11. Amount of Payment (check all that apply): \$ _____ actual planned	13. Type of Payment (check all that apply): a. retainer b. one-time fee c. commission d. contingent fee e. deferred f. other; specify: _____	
12. Form of Payment (check all that apply): a. cash b. in-kind; specify: nature _____ value _____		
14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment indicated in Item 11:		
15. Continuation Sheet(s) SF-LLL-A attached: Yes No		
16. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Tele. No.: _____ Date: _____	

**DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET**

0348-0046
(cont.)

Reporting Entity: _____

Page _____ of _____

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limit to subcontracts, subgrants ad contract awards under grants.
5. If the organization filing the report in item 4 checks (Subawardee), then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonable expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

ATTACHMENT G**To the 2002-2003**

_____ **W-2 Response Items**
 (insert agency name)

To Administer W-2 and Related Programs**CONFIDENTIALITY ACKNOWLEDGEMENT FORM (Optional)**

_____ (agency) has requested information on cases, for the purpose of submitting a Proposal for a W-2 implementation contract. On behalf of itself and its employees, contractors and agents, _____ (agency) agrees to protect the confidential status and prevent the unauthorized disclosure of this information and any other information received from the Department of Workforce Development which is designated to be confidential under section 49.83 of the Wisconsin Statutes. The persons authorized to receive this information from the Department are subject to the terms of section 49.83, which are as follows:

“49.83 Limitation on giving information. Except as provided under s. 49.32(9), (10), and (10m), no person may use or disclose information concerning applicants and recipients of relief funded by a relief block grant, aid to families with dependent children, Wisconsin works under ss. 49.141 to 49.161, social services, child and spousal support and establishment of paternity services under s. 49.22 or supplemental payments under s. 49.77 for any purpose not connected with the administration of the programs. Any person violating this section may be fined not less than \$25 nor more than \$500 or imprisoned in the county jail not less than 10 days nor more than one year or both.”

It is agreed that after its use for the purpose of preparing a W-2 Proposal, the information received from the Department and any copies made will be returned to the Department.

 Signature
 Agency Director's Name or Designee
 (If designee, attach Designee Authorization)

 Date

 Name printed

ATTACHMENT H**To the 2002-2003**

_____ **W-2 Response Items**
 (insert agency name)

To Administer W-2 and Related Programs**COST PROPOSAL FORM****Proposer Agency Name:** _____

W-2 Geographic Area: _____

(Complete a separate form for each geographic area or consortium)

Total must not exceed the Base Allocation provided in Appendix B (W-2 Base Allocations Chart) for the geographic area(s).

Item	Cost
a) Personnel (salary and fringe benefits)	\$
b) Operational Expenses (e.g., participant services, space, travel, supplies)	\$
c) Subcontracts (excluding administrative costs as required under federal TANF regulations 45 CFR 263.0)	\$
d) Administrative (including administrative costs for subcontracts) (must not exceed fifteen percent (15%) of total expenditures – unless the W-2 agency Base Allocation is \$500,000 or less)	\$
e) Other (specify)	\$
f) Benefits (CSJs, W-2 T, Trial Jobs, Custodial Parent of an Infant)	\$
g) Total	\$

- a) Personnel – Identify projected costs associated with W-2 agency employees' salary and fringe benefits (except as identified under Administrative) related to delivery of services for W-2 and related programs.
- b) Operational Expenses – Identify projected costs which are necessary for the operation and delivery of services for W-2 and related programs.
- c) Subcontracts – Identify projected costs allocated for delivery of W-2 and related program services by all third party subcontractors.
- d) Administrative – Enter projected costs which are necessary for administrative oversight of W-2 and related programs and are not directly related to delivery of services for W-2 and related programs. This includes costs associated with Agency Management Support and Overhead (AMSO) that are allocated to W-2 and related programs and other costs.
- e) Other - Identify projected costs not otherwise identified in a) through d) for W-2 and related programs and specify the type of cost.
- f) Benefits - Identify the agency's projected cash payment benefit costs associated with W-2 T, CSJ, Trial Jobs and Custodial Parent of an Infant cases.
- g) Total for period 1/1/02 through 12/31/03 (2 years) - add lines (a) through (f).